

RISK MANAGEMENT PLAN  
GRANTS AND COOPERATIVE AGREEMENTS

Description of Risk	Probability	Consequence	Risk	Mitigation Strategy
Staffing of qualified personnel.	1	3	L	<p>Training programs in place to train and test personnel.</p> <p>Experienced personnel with prior experience on staff, with additional members in hiring process.</p>
Records management risk in processing manual documents received at different times.	3	2	L	<p>Communication with centers requiring complete packages being sent at one time.</p> <p>All documents processed through TechDoc are labeled and consolidated for tracking.</p>
IT systems not in place and operational with functional interfaces.	1	3	L	<p>Manual processing and back loading of records in systems when operational.</p>
<p>Delay of the Contract Management Module (CMM).</p> <p>Note: Roll out date for the CMM is to be determined.</p>	5	2	L	<p>Process awards using Goddard's Document Generation System (GDGS).</p> <p>Make awards in SAP.</p>
Misuse or unauthorized disclosure of proprietary data.	1	4	L	<p>Contract contains appropriate terms and conditions.</p> <p>SP employees have been trained and have nondisclosure statements on file.</p>

Risk Matrix							<u>Consequence:</u>  1. Minimal or no impact.  2. Acceptable impact with no change in approach.  3. Acceptable impacts with work arounds.  4. Major impacts in technical, cost, or schedule.  5. Total Work Stoppage.  <u>Probability:</u>  1. Very Low  2. Low  3. Medium  4. High  5. Very High				
Probability	5	L	L	M	H	H					
	4	L	L	M	H	H					
	3	L	L	M	M	M					
	2	L	L	L	M	M					
	1	L	L	L	L	L					
		1	2	3	4	5					
Consequence											